

**TOWN OF VIENNA, VIRGINIA  
JOB DESCRIPTION**

**JOB TITLE: MASTER POLICE OFFICER/DETECTIVE  
CRIMINAL INVESTIGATION SECTION DIVISION  
POLICE DEPARTMENT**

**GENERAL STATEMENT OF JOB**

Under general supervision, performs general investigative, special operations, or other police duties as assigned enforcing all Federal and State laws and Town ordinances relating to public safety and welfare. Work involves investigating crimes related to narcotics, organized crime, money laundering, illegal gambling, and prostitution; cultivating informants; responding to area for "call-out"; appearing as prosecution witness in local, State, and Federal courts; participating in arrests and processing of prisoners/suspects preparing reports; preparing evidence for forensic analysis; training new Detectives; serving as a plainclothes investigator who gathers and documents facts; conducting interviews; interrogating suspects; tracking and extraditing suspects; examining and researching records; performing surveillance the activities of suspects; detecting crimes; obtaining arrest warrants; apprehending suspected law violators; processing and evaluating crime scenes; using various types of equipment; developing, securing, and packaging physical evidence for scientific evaluation and comparison; preparing detailed reports on the observations and activities at the scene; and testifying in court regarding the findings and processing methods used at the scene. Employee works under stressful, high-risk conditions. Reports to the assigned Sergeant.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**ESSENTIAL JOB FUNCTIONS**

***Master Police Officers/Detectives perform general investigative, special operations, or other police duties as assigned work and/or supervisor***

Conducts on-the-scene and follow-up of criminal investigations by interviewing victims and witnesses; interrogates suspects; investigating leads; examining evidence and crime scenes; documents observations.

Accepts scheduled after-hours and weekend standby duty; remains available by pager or telephone at all times to respond to requests for assistance from the shift supervisor while on standby.

Attends briefings and conferences with the police agencies requesting assistance.

Processes crime scenes; packages and transports evidence; attends and photographs autopsies.

Responds to emergency calls whenever necessary twenty-four hours a day.

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Serves as a crime scene supervisor; maintains security of area; removes suspects from scene; initiates and coordinates the interviewing of witnesses and victims.

Exchanges information with other law enforcement personnel and outside agencies.

Obtains and serves criminal warrants when appropriate.

Assists the Commonwealth Attorney in preparing cases for court.

Conducts studies of past criminal activities.

Provides assistance to patrol and other divisions in emergencies or as requested.

Researches laws, ordinances, rules, policies, and procedures.

Participates in surveillance operations.

Seeks and develops sources of information about crimes.

Plans, organizes, and executes necessary search warrants.

Reviews laboratory examination results.

Participates in out of State extraditions.

Assists superiors in their duties as necessary.

Receives and/or reviews various records and reports such as reported narcotics activity, informant statements, defendant statements, witness statements, patrol officer's preliminary case reports, written statements from victims/witnesses/suspects, polygraph report results, photographs/sketches/video from crime scenes, and lab/fingerprint results.

Prepares and/or processes various records and reports such as field reports, evidence reports, financial expenditure reports, memoranda, case report, charts/graphs, case file, voice/video recorded interviews, and lab examination requests.

Refers to criminal code of Virginia, general orders of Vienna, general orders of Fairfax County, State/local/Federal search databases, criminal histories, evidence guides, technical guides, policy and procedure manuals, codes / laws / regulations, publications and reference texts, etc.

Operates a vehicle and a variety of equipment such as pistol, surveillance equipment, recording/transmitter devices, computer, thumb drive, printer, television, audio/visual equipment, digital camera, cell phone, etc.

Uses a variety of tools such as handcuffs, batons, armorer's tools, etc.; a variety of supplies such as paper, writing instruments, money, evidence containers, field test kits, photo paper, legal pads, gun parts, general office supplies, etc.; and a variety of computer software such as Microsoft Word, Internet Explorer, Microsoft Excel, Microsoft PowerPoint, Microsoft Outlook, RMS/CAD, Adobe Photoshop CS, Printrak, etc.

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Interacts and communicates with various groups and individuals such as the Sergeant, supervisors, co-workers, investigators from other jurisdictions, Commonwealth attorneys, Patrol Officers, victims, suspects, defendants, and the general public.

### **ADDITIONAL JOB FUNCTIONS**

Conducts quarterly firearms qualifications for Officers, yearly taser qualifications, and fitness assessments.

Instructs officers in the use of patrol rifle and in the maintenance of their qualifications quarterly.

Reviews and updates the written operating policies and procedures for taser and patrol rifles.

Repairs and maintains the officers' duty weapons.

Maintains certifications for firearms instructor, firearms armorer, and fitness instructor.

Patrols as certified Bicycle officer for special events.

Participates in the Police Honor Guard for special appearances.

Orders firearms parts and ammunition as needed.

Performs other related duties as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Requires a high school diploma or GED equivalent plus formal training, special courses, or self-education in criminal justice, supplemented by seven years of experience in law enforcement; or any equivalent combination of education, training, and experience, which provides the required knowledge, skills, and abilities. Must have successfully completed required courses and certification; may be required to possess additional certification(s) as deemed necessary by the Town. Must possess a valid State driver's license.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate different types of equipment and machinery including office equipment, law enforcement equipment and tools, safety equipment, firearms, communications equipment, etc. Must be physically able to exert up to fifty pounds of force occasionally and/or frequently to lift, carry, push, pull, or otherwise move objects. Physical demands are in excess of those of sedentary work. Work involves walking, standing, running, climbing, reaching, bending, stooping, kneeling, crawling, and jumping for varying periods of time. Must be able to lift or carry up to one hundred pounds. Must be able to defend one's self from assault and to restrain suspects of varying weights.

**Data Conception:** Requires the ability to compare and or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

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**Interpersonal Communication:** Requires the ability of speaking and/or signaling people to convey or exchange pertinent and vital information to co-workers. Includes the receiving of information and instructions from supervisor. Includes the giving of assignments and directions to subordinates.

**Language Ability:** Requires ability to read a variety of law books, maps, policy and procedure manuals, warrants, criminal records, etc. Requires the ability to prepare reports, records, logs, etc. with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in oral, written, diagrammatic or schedule form. Requires the ability to apply influence systems in staff leadership; to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow and give verbal and written instructions; to teach employees. Must be able to communicate effectively and efficiently with persons of varying educational backgrounds and using law enforcement terminology.

**Numerical Aptitude:** Requires the ability to add and subtract totals, to multiply and divide, to determine percentages and decimals and to determine time. Must be able to use practical applications of fractions, percentages, ratio and proportion.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape; identify degrees of similarity or difference in shades, forms, etc.; and visually read various information.

**Motor Coordination:** Requires the ability to coordinate hands and eyes using office machinery, firearms and other special equipment; to operate motor vehicles.

**Manual Dexterity:** Requires the ability to handle a variety of items, keyboards, office equipment, control knobs, buttons, switches, catches, firearms, specialized equipment, etc. Must have significant levels of eye/hand/foot coordination.

**Color Discrimination and Visual Acuity:** Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, night vision, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with emergency, unusual or dangerous situations. The worker may be subject to danger or risk to a significant degree, or to tension as a regular, consistent part of the job.

**Physical Communications:** Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

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### PERFORMANCE INDICATORS

**Knowledge of Job:** Has thorough knowledge of the method, policies, and procedures of the Criminal Investigations Section Division of the Police Department as they pertain to the performance of duties of the Master Patrol Officer/Detective. Has knowledge of the methods and organization of a Town law enforcement agency as reflected in the needs and requirements of the Town. Has knowledge of the laws, ordinances, standards, and regulations pertaining to the specific duties and responsibilities of the position. Is able to work under stressful or dangerous conditions, often involving considerable personal risk or risk to others. Is able to maintain control of assigned activities through effective leadership of subordinates and the application of good human relations techniques. Is able to provide effective leadership and limited supervision of subordinate officers. Is able to offer instruction and advice to subordinates regarding departmental policies, methods, and regulations. Is able to offer training and assistance to subordinates, co-workers, and employees of other departments as required. Has knowledge of the structure, functions, and inter-relationships of State and local law enforcement agencies. Has knowledge of the function and procedures of any special units to which assigned. Has considerable knowledge of up-to-date methods of law enforcement. Has considerable knowledge of firearms, automotive, radio, and other law enforcement equipment. Is skilled in the use and care of firearms. Has considerable knowledge of legal rights of accused persons and law enforcement. Has considerable knowledge of criminal behavior and methods of operation. Is able to conduct thorough criminal investigations. Has considerable knowledge of criminal behavior and methods of operation. Is able to plan and conduct thorough, effective criminal investigations. Has thorough knowledge of investigative methods and procedures and rules of evidence. Has thorough knowledge of the methods used in the interrogation of witnesses and suspects and in the collection and preservation of evidence. Is able to conduct effective surveillance and undercover operations. Has knowledge of the illegal narcotics trade and local narcotics activity history. Is able to assist in supervising and participate in special police operations as necessary. Has knowledge of civil process. Has the knowledge and ability to use the concepts of community policing and problem-solving. Is able to analyze problems that arise in assigned areas of responsibility and recommend solutions. Is able to use judgment and discretion in dealing with emergency situations, and applying new laws, law enforcement methods and techniques, etc. Is able to assemble and analyze information and make written and oral reports concisely, clearly, and effectively. Is able to comprehend, interpret, and apply regulations, procedures, and related information. Is able to communicate effectively with a wide variety of public and private groups and is persuasive in such communication. Has sufficient knowledge of other Town departments to communicate and interface with their representatives as necessary in carrying out duties and responsibilities. Is able to deal courteously, yet firmly and effectively with the public in police situations. Has knowledge of the layout of local roads and of the locations and characteristics of the various neighborhoods. Has the mathematical ability to handle required calculations accurately and quickly. Is able to react quickly and calmly in emergency situations. Has knowledge of modern office equipment and practices; has knowledge of and skill in the use of computers for word processing and records management. Has knowledge of the standard tools, materials and practices of the trade. Is skilled in the care and use of required tools and equipment. Has knowledge of the occupational hazards and safety precautions of the trade.

**Quality of Work:** Maintains high standards of accuracy in exercising duties and responsibilities. Writes accurate reports of events. Provides accurate oral description of events. Maintains weapons use proficiency via the maintenance of target practice skills. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

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**Quantity of Work:** Performs described Essential Functions and related assignments efficiently and effectively in order to produce quantity of work which consistently meets established standards and expectations. Patrols assigned area in vehicle. Collects and preserves evidence. Explains nature of complaints to offenders, witnesses and victims. Reviews information or criminal activity in area.

**Dependability:** Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas. Advises persons of constitutional rights. Ensures that assigned sectors are patrolled with diligence and resoluteness. Responds to law enforcement calls promptly and reliably. Requests emergency assistance for accidents.

**Attendance:** Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave requests.

**Initiative and Enthusiasm:** Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction. Uses initiative to investigate suspicious persons and vehicles.

**Judgment:** Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors, including the firing of weapons while on duty, the encountering of armed suspects, the use of deadly force when necessary and the subduing and arresting of resisting/attacking individuals. Gives warning to offenders in lieu of arrest or citation. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgment whenever possible.

**Cooperation:** Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra-and inter-departmentally. Exchanges necessary information with other officers. Participates in meetings with other officers. Informs other units of major incidents. Escorts emergency vehicles.

**Relationships with Others:** Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Interacts and works effectively with citizens. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Comforts emotionally upset individuals, talks with people to establish rapport. Advises victims, witnesses and offenders on legal procedures. Engages in the mediation of family disputes when appropriate. Refers people to agencies providing social services. Emphasizes the importance of maintaining a positive image.

**Coordination of Work:** Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal

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schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

**Safety and Housekeeping**: Adheres to all established safety standards, including the handcuffing of suspects and prisoners, the conducting of frisk and pat downs, the recovery of weapons from suspects who give up, performing evasive maneuvers to recovery weapons and the operation of vehicles in both emergency and non-emergency situations and conditions. Adheres to established housekeeping standards, including the cleaning and inspection of weapons. Checks condition and status of assigned patrol equipment/vehicle. Ensures that safety and housekeeping standards are not violated.

**DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.**